



**Triton**  
COLLEGE

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Emergency  
Response  
Guide

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## **Emergency Response Guide Introduction**

This guide is available to all Faculty, staff and students of Triton College. It provides general information on common emergency situations and provides guidance for the actions of citizens during these situations.

The emergencies presented in this guide are not all inclusive of every emergency situation that might occur, however, certain actions are common to most emergencies. Calm, decisive actions based upon common sense will normally be the correct course to provide for personal safety, to prevent property damage, and to prevent a situation from deteriorating.

## **What is a Disaster Warning?**

All warnings received by the *Triton College Police Department (TCPD)* will be immediately forwarded to the *Administrator-in-Charge*. He/she will be notified of all additional information as it becomes available, or asked to report to the command post.

A warning is defined as any notification or condition that indicates that a potential disaster or unusual occurrence is possible due to such information. Such disasters or occurrences could have a negative impact on the routine operations of the college, could place students, staff and visitors in physical danger, or could result in damage to Triton College grounds, buildings and/or property. Such disasters or occurrences could be minor, moderate or major in nature and degree.

An emergency situation or disaster may occur at any time of the day or night, on weekends or holidays, and may occur with little or no warning. As such, prompt and proper action must be taken to promote security and safety and to protect life and property.

The succession of events in an emergency are not always predictable, therefore, published support and operational plans will serve only as a guide and checklist. These procedures may require field modification to meet the requirements of the emergency or disaster.

## **Duties of the Administrator-in-Charge**

In the event of a disaster or potentially dangerous situation, the *Administrator-in-Charge* shall assemble a response team to govern the movements of students and staff. Disaster or dangerous situations shall include, but are not limited to the following:

- |    |                     |    |                             |
|----|---------------------|----|-----------------------------|
| A. | Tornado/ High Winds | F. | Power Failure               |
| B. | School Violence     | G. | Bomb Threats / Found Device |
| C. | Explosion/Air Crash | H. | Internal Gas Leaks          |
| D. | Fire                | I. | Campus Evacuation           |
| E. | Lighting Storms     | J. | Utility Complaints          |

The Administrator-in-Charge shall have the authority to make decision that help mitigate and manage the emergency situation and, additionally, shall have authority to execute the following for more serious incidents:

- A. Evacuate buildings and affected areas
- B. Evacuate campus (only with approval from the President, Vice President of Business Services or Vice President of Academic Affairs)
- C. Close & Open campus (only with approval from the President, Vice President of Business Services or Vice President of Academic Affairs)
- D. Authorize overtime as needed

## **Some Other Key People And Their Duties**

Depending upon the seriousness of the disaster or emergency, other key individuals will likely become involved and will become responsible for decisions impacting their respective areas or will be required to execute certain directives from the Administrator-in-Charge. Some of these key individuals are listed here along with some of their likely duties. This is by no means an inclusive list.

### **Chief of Police or Senior Police Official on the scene – Triton College Police Department**

- A. Maintains the Police Department facility and personnel in a state of readiness.
- B. Initiates EMERGENCY NOTIFICATION of other campus staff
- C. Takes immediate and appropriate action to protect life and property.
- D. Obtains assistance from the city, county and federal government if necessary
- E. Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- F. Acts as a liaison with outside police, fire and EMS agencies
- G. Maintains integrity of the crime scene if criminal actions are suspected.

### **Director of Facilities or designee – Operations and Maintenance**

- A. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- B. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting systems as required.
- E. Surveys habitable space and help relocate essential services and functions.
- F. Provides for storage of vital records at an alternate site; coordinates with building and area supervisors for liaison and necessary support.

### **Director of Relations/Media Spokesperson:**

- A. Shall be responsible for disseminating communications to external and internal media.
- B. Shall be responsible for establishment of the media center and serving media needs.
- C. Shall develop public statements, coordinate approval with policy directors and prepare or supervise preparation of written or electronic information that the college will disseminate to the public regarding the crisis or emergency.

### **Associate V.P. of Human Resources**

- A. Shall act as a liaison to employee groups, unions and individuals for the dissemination of information.

- B. Shall oversee and coordinate assistance to the employees via the Employee Assistance Program during and after the emergency.
- C. Shall oversee and coordinate benefits to employees impacted by the emergency

### **Associate V.P. of Information Systems**

- A. Provides the personnel and expertise necessary to maintain telephone or establish emergency landline communications services.
- B. Provides for the security and protection of computer and information systems.
- C. Provides for temporary computer and information services, which may be necessary to facilitate business procedures necessary and related to emergency purchases, personnel services and accounting.
- D. Activates the Information Systems Recovery Plan

### **Dean of Students**

- A. Serves as a liaison to students for the dissemination of information.
- B. Shall oversee and coordinate the protection, relocation and/or recovery of student records.

### **Counselors**

- A. Help assess persons with emotional and/or other life problems and provides necessary referrals or help to prevent conflicts or violence.
- B. Help counsel the campus community after a traumatic event.

## **Disclosure of Information at an Emergency Scene**

- A. Upon the scene of any disaster or other unusual occurrence (Fire, Demonstration, etc.), no employee shall release information regarding the emergency to citizens or members of the press.
  - 1. Employees are allowed to release information necessary to assist students, staff, or visitors to the college during evacuations or as a matter of necessity to provide emergency assistance.
  - 2. All other requests should be directed to the command post and cleared by the *Administrator-in-Charge*.
  
- B. Upon the scene of such occurrences, the press shall be provided with a press area near the scene, but at a safe distance. A room or location for a press conference shall be established by the *Administrator-in-Charge*.

# **School Violence - Pre-Incident Consideration**

## **The Role of Students and Staff**

The majority of students and staff recognize they share in the responsibility to prevent school violence. Not only do they suffer the consequences when it occurs, they provide an essential perspective on how to promote school safety. The following are steps students and staff can take to help reduce school violence.

1. Know and follow standards of conduct and school violence prevention policies.
2. Work with faculty and administrators to create a safe way to report threats.
3. Find out who the contact person is to approach with information and concerns about known or potential violence and harassment.
4. Listen to friends and co-workers who share upsetting, harmful thoughts and encourage them to seek help from a trusted source.
5. Immediately report suspicious behavior and threats of violence to school officials. Students and employees who do not feel comfortable speaking directly to school officials may call Police anonymously
6. Participate in ongoing activities, which promote school safety, i.e. Peer mediation, conflict resolution and mentoring programs.
7. Act as positive role models for other students and staff. Accept responsibility for your own actions and consider the impact your actions have on others.
8. Refrain from belittling, harassing, and bullying others. Be tolerant of other student and staff differences.
9. Learn techniques to avoid and cope with negative peer pressure.
10. Speak out and refuse to join in when members of groups engage in negative behavior toward others.

## **Emergency Situations, General**

### **College Student and Staff Response**

No plan can anticipate every event and circumstances will dictate appropriate responses to as of yet unknown events, however, certain behaviors will be beneficial in most situations.

- A. Remain calm.
- B. Render aid to anyone injured within the limits of your abilities. (Get Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training)
- C. Assist responding agencies by sharing your knowledge of events and following their directions for your safety.
- D. Remember communication. The Police Department serves as a center for coordinating information and services should any type of emergency response be required. This includes contacts with local, state, and federal law enforcement officials, with fire and medical services, and emergency management agencies.

One can reach the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.

**Note:** During a major incident, cell phones may cease to work due to the excessive volume of calls. Have a back-up plan to using a cell phone. Program alternative emergency numbers in your cell phone in case "911" is overwhelmed.

## Medical Assistance and First Aid

The following guidelines shall govern the actions of Triton College employees or students requesting medical assistance for themselves or others in need.

I. In the event that a student, visitor, or employee injures himself/herself or falls ill, the student or employee shall make every effort to assist that person in the following ways:

A. *TCPD* shall be contacted @ Ext. 3206, 3207, 3208, by direct line 708-456-6911, by TDD line 708-452-8115, or by an emergency House Phone located on the interior and exterior of buildings. (\*24 hours a day/ 7 days a week)

(One may dial "911" for serious illness or injuries)

AND/OR

B. The college nurse shall be contacted at Ext. 3344. Health Services is located in the southeast part of the College Center (C-112) (\*limited hours available).

C. The caller should remain calm and give the following information to the *TCPD* and/or the Nurse's Office.

1. Caller's name and location
2. Injured person's exact location (must be specific)
3. Injured person's condition if known (i.e. fainted, bleeding)
4. Caller should hold on the line until emergency services are dispatched and should return to the injured party and wait for assistance to arrive or as directed by the *TCPD* or Health Services personnel.

II. *TCPD* and/or Health Services personnel shall render necessary aid and shall assess the situation and determine the need for further assistance (i.e. ambulance, additional manpower, etc.)

## **Power Failure(s)**

Personnel should be aware that Triton College uses a co-generation system for its electrical power supply. This system allows the college to switch back and forth between Commonwealth Edison power and electrical power that is generated in-house.

Normally, the transfer of power from one source to another is seamless. However, at times, there may be a delay in regaining power due to the amount of time necessary for the internal generators to start up.

During a power failure, faculty, students and staff should remain in the building or classroom until power is restored or until directions are given to evacuate. Faculty and staff who are operating special equipment, such as science lab equipment, computers, equipment using electrical motors, etc., should shut down the equipment while waiting for power to be restored.

If power is not restored within a reasonable amount of time, directives will be given to faculty, students and staff to evacuate or take other action.

(Certain areas on campus, such as the IT Services Department, Engineers, Police, etc., have established procedures specific to their area of responsibility. During a power failure, these areas should activate their own internal plan to mitigate impact of the situation)

## Fire Alarm Procedure

### I. General Information

- A. Any person who discovers a fire, smells smoke or gas, must sound the local fire alarm, without seeking permission from the authorities.
- B. The fire alarm system shall be used for fires and **FIRES ONLY**. There is a penalty for false fire or police alarms in the State of Illinois.
- C. All exit doors must be kept unlocked during occupancy; they shall not be blocked open or chained closed under any circumstances.
- D. Fire escapes and stairs shall be kept free from all obstructions.

### II. When the Fire Alarm Sounds

- A. Occupants shall form a line quickly, quietly and in an orderly manner.
- B. Staff members shall close classroom doors and windows. Also, they shall see that power or gas to equipment is shut off.
- C. No one shall stop to obtain outer clothing when the alarm sounds.
- D. Occupants shall walk to the nearest unobstructed exit and leave the building in an orderly fashion. **NO ONE SHALL RUN.**
- E. All occupants shall be moved at least 100 feet from the building.
- F. Each instructor shall make an accurate check of all students under their responsibility.
- G. Staff members shall advise the police officer on the scene of the location of the fire and the location of any disabled occupants that have not been evacuated.

### III. When Evacuation is Complete

- A. The class or work group shall remain in a tight group until further orders are received.
- B. When the building is ready for occupancy, the police department will give the re-entry order.

Note: If the fire can be extinguished with the use of a portable hand extinguisher, as located in hallways and some labs, one may attempt to do so. However, this should only be attempted **AFTER** the alarm has been pulled, police are notified and evacuation begins.

## **Severe Weather**

Among the more common forms of severe weather in our area are thunder storms, hail and tornadoes. The safest place to be during any of these storms is inside a secure structure as most damage occurs as a result of broken glass and flying debris. All classrooms at the college have floor plans posted, advising of safe places within the college to seek shelter during a tornado. If you find yourself in a storm, proceed with the following guidelines.

- A. Follow Room instructions to move to a place of safety.
- B. Move away from windows.
- C. Seek hallways or rooms without windows. If time allows, move to lower building levels.
- D. Avoid rooms with large roof spans such as the gymnasium or theaters.
- E. If outside, avoid downed power lines and trees
- F. Wait until storm passes and "All Clear" message is issued.

In the aftermath of severe weather, there could be significant damage to any or all the structures of the College. If there is severe damage affecting utilities, such as gas and electricity, it may be necessary to evacuate buildings. With any notification to "Evacuate the Building", it is important to move sufficiently far away from the building to prevent any injury.

## **Response to a Hostile Intruder Situation (Active Shooter)**

### I Introduction

There has been an increase, in not only the number, but also the severity of violent incidents in schools in the past few years. It is apparent that campuses of higher education need to be prepared in case there are similar incidents at the university or community college level. The events and incidents of the past several years have given institutions the opportunity to review and revise policy and procedure in reference to hostile or aggressive intruder situations.

Time is of the essence and quick and decisive actions may very well be the difference between life and death for community members. Although this type of situation is unlikely, the Triton College community, as a whole, must be prepared to put this plan into effect and minimize the damage to life and property that a hostile intruder can evoke.

It should be noted, as evidence from past incidents has shown, active shooter(s) intent upon killing innocent person(s) will not stop until opposing forces engage the shooter.

### II. Hostile Intruder in a Building (Shelter in Place)

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, the following procedures are recommended.

*While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus:*

Escape is always one's best option, but not always possible. If one knows the location of the hostile intruder and can confidently escape the area, this is the best choice. However, one must consider that there could be more than one offender. If escape is not a viable option, sheltering in place is recommended.

- A. Faculty and staff should immediately lock students and themselves in the classroom or office. If possible, cover any windows or openings that have a direct line of sight into the hallway. Barricade doors if necessary.
- B. Dial "911" from office phones or the House Phones (RED or BLACK) located throughout campus, or via cell phone. Be aware that the "911" system will likely be overwhelmed by the incident, so try other numbers as well:

708-456-6911 (TCPD Direct)  
708-456-0300 x3206 (TCPD)  
708-453-2121 (River Grove PD)

**Program emergency numbers into your cell phone (TODAY) before an incident occurs**

- C. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- D. Lock the windows and close blinds or curtains.
- E. Stay away from the windows and doors.
- F. Turn off lights and all audio equipment.
- G. Keep occupants calm, quiet and out of sight
- H. Keep everyone together.
- I. Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- J. Silence cell phones, but call police first
- K. Place signs in exterior windows to identify the location of injured persons
- L. Keep classrooms secure until police arrive and give directions.

### III. Shelter in Place: Un-securing an area

- A. Consider risks before un-securing rooms
- B. Remember, the shooter(s) will not stop until they are engaged by an outside force
- C. Active shooter(s) may try to trick victims into opening a secure area by saying they are other victims needing help or by posing as rescue personnel.
- D. Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area
- E. Consider the safety of the masses vs. the safety of few
- F. If doubt exists for the safety of the individuals inside the room, the area should remain secured
- G. Know all alternate exits in your building

### IV. Hostile Intruder in a Building (Other options)

If not in a locking classroom or office, one may try to evacuate the building or get to a locking classroom or office. If one is caught in an open area, such as a hallway or lounge, he/she must decide what to do. This is a very crucial time and it can possibly mean life or death. Where possible;

- A. Stay out of open areas and be as quiet as possible.
- B. One can try to hide, however, if one is hidden and injured, police and EMS may have a difficult time finding them. Yet, hiding is a valid option.
- C. If one can safely make it out of the building by running, then he/she should do so. Do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc... between you and the hostile person(s).
- D. Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders.
- E. When away from the immediate area of danger, summon help any way you can and warn others.
- F. If the intruder(s) are causing death or serious physical injury to others and one is unable to run or hide, he/she may choose to play dead if other victims are around.

- G. One's last option, if caught in an open area in a building, may be to fight back. This is dangerous and probably a final option, but depending on the situation, this could be one's only option.
- H. If one is caught by the intruder and is not able to fight back, one should obey all commands and not look the intruder in the eyes.
- I. Once the police arrive, obey all commands. This may involve being handcuffed, or keeping hands in the air. This is done for safety reasons, and once the police evaluate circumstances, they will give you further directions to follow.

V. Hostile Intruder(s) (on the grounds of the campus)

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the grounds of Triton College, following procedures are recommended.

- A. Run away from the threat if you can, as fast as you can.
- B. Do not run in a straight line.
- C. Keep vehicles, bushes, trees and anything that could possibly block your view from the hostile person (s) while you are running.
- D. If you can get away from the immediate area of danger, summon help and warn others.
- E. If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- F. If the intruder(s) are causing death or serious physical injury to others and one is unable to run or hide, he/she may choose to play dead if other victims are around.
- G. One's last option, if caught in an open area, may be to fight back. This is dangerous and probably a final option, but depending on the situation, this could be one's only option.
- H. If one is caught by the intruder and one is not able to fight back, one should obey all commands and not look the intruder in the eyes.
- I. Once the police arrive, obey all commands. This may involve being handcuffed, or keeping hands in the air. This is done for safety reasons, and once the police evaluate circumstances, they will give you further directions to follow.

VI. What to Report

- A. Your specific location/building name and office/room number
- B. Number of people at your specific location
- C. Injuries and the number injured, types of injuries
- D. Assailant(s) location, number of suspects, race/gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooter's identity, if known, and explosions other than gunfire, etc

VII. What to Expect From Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop

the shooting as quickly as possible. As mentioned, normally, the active shooter will not stop unless engaged by opposing forces.

The first responding officers will normally be in teams of four to six officers (4-6); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.

Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers.

The first team of officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first team of officers into secured areas to treat and remove injured persons.

Keep in mind that even after you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

## **Bomb Threats / Found Devices**

The following guidelines shall govern the activities of students and/or employees of Triton College in the event that a bomb threat is made or that an incendiary or explosive device is found on campus. This guideline also addresses suspicious packages.

### ***NOTE : Do not use two way radios or cell phones within 500ft of a suspected package or device***

- I. Any Triton College student or employee receiving notification of a bomb threat or the discovery of any suspected explosive or incendiary device shall immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.

Upon receiving such notification by telephone, the person receiving the call shall make every effort to obtain the following information:

1. Exact location of the device or package
2. Time of detonation
3. Description of the device. (What is it in or how is it concealed)
4. Name of caller and/or organization affiliation.
5. Location of caller
6. Phone number of telephone from which call was received on.
7. Any other information as to the location of the device or description of caller and/or his/her location (speech, background noises, exact language used, special identifying characteristics, sex, race, age, etc.).

Upon making notification to the police department, each student or employee shall also report the identity of any persons who may have overheard the call, whether or not the call was recorded and other information as directed by the police official. **Bomb threat calls should not be discussed with any other personnel.**

*(If the bomb threat is left on voice mail, save the call and contact police. Do not share the call with other employees or students until the police arrive.)*

Legitimate bomb threat callers normally express concern over human safety. Additional information may be obtained if the person receiving the call expresses an interest in saving lives.

The Bomb Threat Checklist should be used to provide the most complete and accurate recording of information. The Bomb Threat Checklist is located at the switchboard. The responding officer may also provide employees with a checklist. Finally, reference to the Bomb Threats is outlined in the Triton College Emergency Response Guide (flipchart) provided to employees.

- II. Not every bomb threat will result in an evacuation of the building. Police officials, along with the Administrator-in-Charge, will evaluate the bomb threat to determine the best course of action.

One may be directed to search their work area for any suspicious packages or objects that appear out of place and report on their findings. Other situations may result in evacuation and/or a search by trained bomb technicians or search dogs.

## Bomb Threat Checklist

Questions to Ask      When is the bomb going to go off? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? Timer? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? Who do you represent? \_\_\_\_\_

What is your location? Address? \_\_\_\_\_

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**Caller was:** Male \_\_\_\_\_ Female \_\_\_\_\_ Race? \_\_\_\_\_

**Caller's Voice:** Calm \_\_\_\_\_ Angry \_\_\_\_\_ Excited \_\_\_\_\_ Slow \_\_\_\_\_ Rapid \_\_\_\_\_ Soft \_\_\_\_\_

Loud \_\_\_\_\_ Laughter \_\_\_\_\_ Crying \_\_\_\_\_ Normal \_\_\_\_\_ Distinct \_\_\_\_\_ Slurred \_\_\_\_\_

Nasal \_\_\_\_\_ Stutter \_\_\_\_\_ Lisp \_\_\_\_\_ Raspy \_\_\_\_\_ Deep \_\_\_\_\_ Ragged \_\_\_\_\_ Accent \_\_\_\_\_

Cleared Throat \_\_\_\_\_ Deep Breathing \_\_\_\_\_ Cracking Voice \_\_\_\_\_ Disguised Voice \_\_\_\_\_

Whisper \_\_\_\_\_ Familiar \_\_\_\_\_ If, Familiar, who did it sound like? \_\_\_\_\_

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**Background Noises:** Street Noises \_\_\_\_\_ Crockery \_\_\_\_\_ Other Voices \_\_\_\_\_ Music \_\_\_\_\_

PA System \_\_\_\_\_ Motor(s) \_\_\_\_\_ Office Machinery \_\_\_\_\_ Factory Machinery \_\_\_\_\_ Animals \_\_\_\_\_

Static \_\_\_\_\_ Children \_\_\_\_\_ Long Distance Call \_\_\_\_\_ Local Call \_\_\_\_\_ Phone Booth \_\_\_\_\_

Other \_\_\_\_\_

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**Threat Language:** Well Spoken (educated) \_\_\_\_\_ Foul \_\_\_\_\_ Irrational \_\_\_\_\_ Incoherent \_\_\_\_\_

Taped Message \_\_\_\_\_ Message Read via Script \_\_\_\_\_

Exact  
Statement(s) \_\_\_\_\_

## **Suspicious Mail – Powdery Substance**

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The overwhelming majority have been false alarms. The purpose of these guidelines is to recommend procedures for handling such incidents.

**First, do not panic – while we want to remain vigilant, we should not overreact or panic.**

### **How to Identify Suspicious Mail**

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Restrictive markings like “Personal” or “Special Delivery”
- Misspelled information in the address
- Addressed to a title, rather than an individual
- Badly typed or written
- Uneven in shape, rigid or bulky packaging
- Strange odor
- Oily stains, discoloration or crystallization on the packaging
- Excessive tape or string

### **What Employees Should Do**

- Remain calm.
- Direct someone to call the Triton College Police Department at x3206
- Don’t shake, open, smell or taste the item or any visible residue.
- Isolate the item and do not try to clean up any spilled powder.
- Avoid further contact with the mail or package suspected of contamination.
- Evacuate the immediate area, but have everyone who was in the immediate area *stay in a group* until police arrive.
- Try not to touch surfaces, such as doorknobs, chairs, tables, phones, etc.
- List all people who have touched the letter and/or package.
- Follow through with recommendations by police, fire and health care officials.
- Be prepared to surrender personal items, including clothing, until same can be decontaminated.
- Wash your hands vigorously for five minutes with soap and water.

For more information about Anthrax, see the *Center for Disease Control* website at: <http://www.cdc.gov/ncidod/dbmd/diseaseinfo/>

## **Radioactive, Dangerous, Hazardous Material**

Every student and employee should be aware of the following guidelines involving hazardous materials. The possibility of an incident involving hazardous material is not remote due to the 5th Avenue railroad use as routes for transportation of such materials. Also, material on campus, on their own or when combined with other material, can become hazardous.

- A. In the event of an incident involving hazardous materials, the following procedures should be followed:
  1. Contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
  2. Segregate those who have been exposed to possible harmful material so that they can be evaluated by medical personnel.
  3. All exposed person(s) should remain together, but may move to an area of safety as a group.
  4. Do not remove any items from a contaminated area
  5. If not exposed, remain at least 500 yards from the area to avoid exposure.
  6. Do not eat, drink, or smoke in the area. Do not use food to drinking water that may have been in contact with the material from the incident.
  7. Provide police or fire personnel with information about the incident or the circumstances before, during, and after exposure. Assist police in their investigation and serve as a witness if requested to do so.
  8. Be prepared to surrender personal items, including clothing, until same can be decontaminated.
  9. **DO NOT COLLECT SOUVENIRS**

## **Evacuation Plan**

The college is currently under task to evaluate and improve evacuation procedures and methods for notifying students or staff in the event of an evacuation. At this time, evacuation orders may come over the public address system, personally from an administrator or personally from a police officer. Except for a fire, explosion or smoke report, the fire alarm system will not be used as a tool to evacuate a building.

The following are general guidelines for when to evacuate a building.

I Tornado

Remain in the building and move to the Shelter area. (The shelter areas are posted in each classroom).

II. Fire

Evacuate the building when alarm sounds. For buildings not affected by the alarm, remain in the building unless ordered to evacuate by the Fire Department or Administrator-in-charge or police.

III. Explosion

Evacuate affected building only. For buildings not affected by the incident, remain in the building unless ordered to evacuate by the Fire Department or Administrator-in-charge or police.

IV. Power Failure

Remain in building until orders are received from the Administrator-in-charge or police.

V. Air Plane Crash

Evacuate the building(s) closest to crash site. Then clear each building one at a time, until all students/employees are off the campus.

VI. Storm, Snow, Wind, Rain and Ice.

Await instructions from the Administrator-in-charge.

## Campus Closure

It is very rare for the campus to close during normal operating hours, but it can happen for any number of reasons. Before coming to campus, during a snow storm for example, students and staff can find out the status of the college via any number of resources. As members of the Emergency Closing Center Network, information about the open/closed status of Triton College and Nuevos Horizontes is available. One can even request this service to send you an e-mail notice when the status of the campus changes. To access this service or find out if campus is closed;

# More Ways To Know Before You Go

**Tune in to:**   

      

**Call:** **847-238-1234** Touch-Tone phone needed.

**Online:** Go to the website of any of the radio or TV stations above, or go to **[www.EmergencyClosings.com](http://www.EmergencyClosings.com)** to search for your facility by name and city or by phone number

**E-mail:** Sign up for personalized E-mail notification of your facility's status at **[www.EmergencyClosings.com](http://www.EmergencyClosings.com)**

**To find information for the following:**

Facility Name = Triton College  
Location = River Grove or Melrose Park  
Phone Number = 708-456-0300

## **Crime Reporting**

The prevention of personal and property crime on campus is everyone's responsibility. Please secure personal or college property when not in use. Do not allow unauthorized persons access to secure rooms or equipment. REPORT CRIMES AS SOON AS THEY ARE DISCOVERED

### A. Discovery of a Crime

1. Immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
2. Briefly explain the nature of the incident and remain in the area to speak with the investigating officer.
3. Be sure to give your name and location to the police dispatcher
4. Note the location of evidence and leave it in place if no immediate threat of additional loss exists.

### B. Crime in Progress

1. Immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
2. Ensure that you indicate the crime is "in progress" and give the location
3. Remain on the phone or proceed as directed by the dispatcher.
4. Give the dispatcher a complete description of the offender, circumstances and any other requested information
5. Take whatever precautions are necessary to ensure your own personal safety.

Note: Often times in our society, citizens are hesitant to report other citizens as "suspicious". Sometimes, this is due to a fear that one is profiling, or sometimes, one is too trusting of others and they "do not want to get the person in trouble" or "get the police involved".

The Triton College Police Department strongly encourages students and staff to report suspicious person(s), behavior, or situations as soon as they are discovered. Often, these simple investigations lead to important information about crimes on campus, the prevention of crimes or even arrest.

So, if the situation doesn't feel right, please call to help your police department maintain a safe and secure campus.

## **Safety Hazards**

It is everyone's responsibility to ensure a safe educational environment. Please do your part to maintain a safe and productive environment for yourself and others.

### A. Reporting a minor hazard

1. Report minor hazards, where **no** immediate action is required, to the Triton College Safety Office at Ext. 3258 and/or to the Operations and Maintenance Department at Ext. 3210
2. Advise your supervisor of the situation, as other students or employees may have a similar concern.

### B. Reporting a major hazard

1. Report major hazards, where immediate action is required, to the Triton College Safety Office at Ext. 3258 and/or to the Operations and Maintenance Department at Ext. 3210.
2. Also, immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
3. Wherever possible, make the area safe so that no one is injured by the hazard, post a warning sign, rope off the area, and stand by until someone arrives to secure the area.